Call for Presentations Information Sheet

February 8, 9, & 10, 2004

Amway Grand Plaza Hotel, Grand Rapids, MI
Contact: **John Radford** at the Michigan Center for Career & Technical
Education at **(800) 292-1606 ext. 7** or **radfordj@msu.edu**

Conference Schedule

Sunday, February 8

Registration and Exhibits Open . . . . .5:00 p.m.–9:00 p.m.
Welcome and Network Reception . . . . .7:00 p.m.–9:00 p.m.

Monday, February 9

Registration . . . . .7:00 a.m.–5:00 p.m.
Continental Breakfast . . . . .7:00 a.m.–8:45 a.m.
Keynote Address . . . . .9:00 a.m.–10:15 a.m.
Exhibitor Break . . . . .10:30 a.m.–11:00 a.m.
Breakout Session #1 . . . . .11:15 a.m.–12:15 p.m.
Lunch . . . . .12:30 p.m.–1:30 p.m.
Breakout Session #2 . . . . .1:45 p.m.–2:45 p.m.
Breakout Session #3 . . . . .3:00 p.m.–4:00 p.m.

Tuesday, February 10

Full Breakfast . . . . .7:00 a.m.–8:00 a.m.
Keynote Address . . . . .8:00 a.m.–9:00 a.m.
Breakout Session #1 . . . . .9:15 a.m.–10:15 a.m.
Breakout Session #2 . . . . .10:30 a.m.–11:30 a.m.
Breakout Session #3 . . . . .11:45 a.m.–12:45 p.m.

Presentation Information

Conference Theme   Teaching and Learning for Excellence

Educational Categories   The following are possible educational categories for your session. Please indicate the **one** category that best fits the presentation topic on your proposal:

- **Career Preparation** (e.g., Career Pathways, education development plans, career counseling)

- **Curriculum Development** (e.g. Michigan curriculum frameworks, authentic instruction, technology education, project-based learning, real world integration, crosswalks, clusters)

- **Lifelong Learning** (e.g., adult education, postsecondary education, continuing education)

- **Special Populations** (e.g., special education, Michigan Rehabilitation Services, transitional services programs)

- **Partnerships** (e.g., involving business, education, parent and community including co-op, internships, tutors, apprenticeships)

- **Professional Development** (e.g., teacher certification issues, counselors, career development facilitator training, business/education communications, classroom management skills, workforce development professionals)

Suggested Session Topics

Job Shadowing (Mentoring)	Student Organizations	Accelerated Learning Techniques
Tech Prep (2 + 2 Model)	Alternative Education Strategies	Career and Technical Education
Career Preparation/Career Pathways	Competency-Based Curricula	Curriculum Alignment/Articulation
No Child Left Behind	Working with Special-Needs Students	Educational Development Planning
Career Awareness/Counseling	School Improvement Strategies	WorkKeys in Practice
Work-based Learning	Apprenticeship Programs	Authentic Instruction
	Occupational Education Programs	

Presentation Time Frame

Each presentation session is 60 minutes in length.

Six breakout presentation session blocks will be offered:
- Three on Monday
- Three on Tuesday

Proposal Deadline: Friday, November 14, 2003

Proposal should be submitted online or faxed.

Web site: **www.mccte.msu.edu**   Fax: **(517) 432-2931**

Proposal Selection

The Michigan Career Education Conference Planning Committee will review the proposals. Confirmation notices will be mailed to lead presenters in early December.

Presenter Guidelines and Requirements

- If you are willing to repeat your session, please indicate this on the application.
- If you are applying to present more than one session or are participating in another session, please indicate this on the application.
- Please ensure adequate time for discussion and questions.
- Presenters utilizing a panel format are encouraged to limit the number of panelists to three.
- Please do not list individuals as secondary presenters unless you have a definite commitment that they will present.
- Due to space limitations, only four names will appear in the conference program.
- Proposals may be scheduled for presentation on either day. Presenters must be prepared to present as scheduled.
- Please note that all presenters must pay conference registration fees and wear a registration badge. Please explain this requirement to your co-presenters.
- Neither MDCD nor MCCTE can pay an honorarium or expenses for anyone presenting at the conference. We hope that the intangible benefits of appearing on the program will make it worthwhile for presenters.

Additional Proposal Writing Recommendations

- The title should clearly describe the specific content of the session.
- Avoid abbreviations and acronyms.
- Describe exactly what will occur in the session.
- Describe the presentation techniques you will use (e.g., interactive, lecture, multimedia) so that participants will know what to expect from the session.
- Indicate whether handouts will be available to the participants.
- Write in complete sentences. Do not use phrases.
- Follow the 50-word limit.